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ARIZONA CORPORATION COMMISSION

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Executive Director

DAVID RABER
Director, Corporations Division

PROCEDURE FOR OPENING A "MONEY-ON-DEPOSIT ACCOUNT"

1. A Public Records Reproduction Request form must be completed and filed.
2. Provide a check made payable to the Arizona Corporation Commission.
3. Attach a letter to the Public Records Reproduction Form indicating the type of documents requested (Good Standing, Certified Copies, Plain Copies, Micro-fiche, Reels of Film or Print-outs).
4. Provide a list of the authorized individuals who will utilize the account.
5. Provide written request to the following address:

Arizona Corporation Commission
1300 West Washington Street
Phoenix, AZ 85007
Records Section - Room 101
ATTN: Records Section Supervisor

Orders will be accepted by the Records Section for the "Money-On-Deposit Accounts" by fax at (602)542-3414 or hand delivery to:

Arizona Corporation Commission
1300 West Washington Street
Records Section - Room 101
Phoenix, Arizona 85007

ARIZONA CORPORATION COMMISSION
CORPORATIONS DIVISION
Transmittal for Fax filings

FAX NUMBERS

Corp. Filings: 602 542-4100 Certifications: 602-542-9788
Annual Reports: 602-542-0082 Corp Records: 602-542-3414
Tucson: 520-628-6614

Date: _____

From: _____
(Account Holder Name)

(Account Holder Address)

Advance Account Number: _____ Account Fax Number _____

Telephone Number: _____

Contact Person: _____

Corporation Name: _____

Document type: _____

Please indicate the applicable fee

Processing ☐ *Expedited* (usually 1-3 day turn-around, \$35 Additional Fee Per Document)
☐ *Regular* (usually 4-7 week turn-around)

Number of pages (including transmittal)_____

_____ The Corporation Commission hereby acknowledges receipt of the document type described herein.*

(Date Stamp)

Filing fee(s) charged to your account in the amount of \$ _____

_____ *There is a problem with your transmittal. Please call the undersigned at your earliest convenience. Thank you.*

Examiner: _____

Telephone: _____

Note: *All documents are subject to review before filing.
All fax filings received will be faxed back to the customer, unless otherwise indicated. If you wish us to mail the documents back to you, please provide a return mailing address on the line(s) below.

Mailing address: _____

STATE OF ARIZONA

PUBLIC RECORD REPRODUCTION REQUEST
INFORMATION AND INSTRUCTION SHEET

REQUESTING PARTY: PLEASE READ AND NOTE THE FOLLOWING INFORMATION AND INSTRUCTIONS.

Pursuant to A.R.S. §39-121.03, Laws 1977, Ch. 54, §3 (effective May 17, 1977) Amended by Laws 1985, Ch.213, §4, any person requesting copies, printouts or photographs of public records must provide a STATEMENT as to whether the use of such reproductions will be for COMMERCIAL or NON-COMMERCIAL purposes.

A person providing a statement that the reproductions will not be used for a commercial purpose, will be furnished such reproductions at a reasonable fee, not exceeding a commercial rate for like service. A person providing a statement setting forth the commercial purpose for which the reproduction will be used, may be furnished such reproductions at the discretion of the custodian of the records for a charge reflecting the following:

1. A portion of the cost to the State for obtaining the documents or records to be reproduced.
2. A reasonable fee covering the cost of time, equipment and personnel in making the reproduction.

If the custodian of a public record believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, he or she may refuse a request for reproduction of such record for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party will be furnished such reproductions for the commercial purpose set forth in his or her statement. (A.R.S. §39-121.03.B.)

"Commercial purpose" is broadly defined by the Act as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record." (A.R.S. §39-121.03.D.)

"Commercial purpose" includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

IMPORTANT: Subsection C of A.R.S. §39-121.03 provides that:

"A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties* be liable to the state or the political subdivision from whom the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records."

*Perjury is a Class 4 Felony (A.R.S. §13-2702).

This Document represents the statement of:

INDICATE WHETHER THE RECORD(S) ARE TO BE USED FOR:

____ Noncommercial Purposes
(Government Agencies only)

I, _____, declare that
(Requesting Party)

(Signature of Requesting Party)